



Region 14 Schools
Inspiring Excellence

2018 - 2019
WOODBURY MIDDLE SCHOOL
SCHOOL HANDBOOK



Woodbury Middle School
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District Website: www.ctreg14.org

Woodbury Middle School Core Values



Respect
Responsibility
Caring
Honesty
Safety

Welcome to the Woodbury Middle School. Our wonderful school houses approximately 370 students in grades 6-8. Our students are with us during a time when they are transitioning into adolescence and are experiencing significant changes academically, socially, emotionally, physically and intellectually. Our goal is to provide a learning environment in which all students have opportunities and support to reach their full potential. This is a shared responsibility between, students, parents and school staff and the community at large.

Woodbury Middle School puts learners at the center of all of our work by supporting strong instruction, rich curriculum aligned with state standards and a variety of learning experiences which foster critical thinking and 21st century skills. We are also able to provide technology to all students through our 1:1 device initiative which enables every student to access learning opportunities and instructional programming. This also allows students to learn and interact beyond the classroom and to collaborate with others in ways which connects them to their world. Our guiding beliefs are:

- All learners are entitled to diverse, meaningful learning opportunities in a challenging, relevant, and authentic environment which fosters critical thinking skills.
- Communication and collaboration among teachers, parents and students is crucial to the growth and success of all.
- A positive learning environment is one in which all community members are responsible for being safe, responsible, caring, honest and respectful.
- All learners need and deserve an environment where positive relationships are fostered, supported and respected.
- Constructive, timely feedback, helps all learners grow and improve

This handbook is for you. Please familiarize yourself with the enclosed information as it contains important information about school resources, policies, procedures, and expectations for student behavior.

Thank you for your continued support.

❖ *In an attempt to unify the district and school handbooks, please note that the Region 14 District Handbook is on line at ctreg14.org. The District handbook includes many policies that were formerly included in this WMS handbook. Questions regarding the Region 14 handbook can be directed to the Region 14 Superintendent's office.*

Contents

- SUPPORT SERVICES INFORMATION5
 - Counseling Services – Grades 6-8.....5
 - Psychological Services5
 - Social Worker.....5
 - Speech Pathologist.....5
 - Students with disabilities5
- HEALTH SERVICES INFORMATION5
 - Nurse5
 - Accidents6
 - Emergency Information Card6
 - Physical Exams for Students Entering 6th Grade.....6
 - Procedure for the Administration of Medication in School.....6
 - Screenings.....6
 - Self-Administration of Medicine.....6
 - Sports Physicals.....6
 - Immunization.....6
 - Required Immunizations7
- EXPECTATIONS FOR A SUCCESSFUL LEARNING ENVIRONMENT7
 - Attendance.....7
 - Reporting a student’s absence7
 - Tardy to School8
- BEHAVIORAL EXPECTATIONS8
 - Responsibility for school belongings8
 - After School Policy8
 - Alcohol and Drug Use8
 - Beverage Containers.....8
 - Bus Passes9
 - Book Bags and Backpacks9
 - Cell Phones/Electronic devices (Exception Chromebooks)9
 - Acceptable Use Policy.....9
 - Chromebooks.....9

Responsibility for the Chromebook.....	10
Chromebook Repair Procedure	10
Cheating.....	10
Stealing.....	10
Vandalism.....	10
Dress Code.....	11
Conduct	11
EXTRACURRICULAR ACTIVITIES	12
After School Clubs, Sports and Activities.....	12
Sport Ineligibility.....	12
After School/Evening Events	12
Transportation for After School Activities	12
GENERAL INFORMATION	12
School Hours	12
Bicycles	13
Cafeteria	13
Contacting Teachers	13
Emergency Closing, Late Opening and Early Dismissal.....	13
PowerSchool Registration	13
Homework Requests for Extended Illness.....	13
Homework and Assessments	14
Lockers	14
Eighth Grade Graduation Ceremony	14
Photographing of Students	14
PowerSchool.....	14
Residence/Telephone Changes	14
Report Cards.....	14
Short-Term Homework Assignments.....	15
Tests.....	15
Visitors	15
Bullying: (Board Policy #5131.911): REPORTING PROCEDURES	15
SCHOOL RECORDS AND CONFIDENTIALITY	15
PESTICIDE USE POLICY	16

SUPPORT SERVICES INFORMATION

Counseling Services – Grades 6-8

At a time when young adolescents are changing physically, intellectually, and emotionally, the WMS School Counseling Department is committed to supporting our students during their sixth, seventh and eighth grade years. School counselors work with students individually, during their classes, and in predetermined groups.

Psychological Services

Our school psychologist serves students through the administration and interpretation of psychological and psycho-educational evaluations, counseling with students as needed, consultation with parents and families, and providing information and referrals for out of district resources.

Social Worker

Our social worker provides services to students and families in order to help students attain maximum benefits from the educational program. The social worker also offers direct and indirect services including individual, group and family counseling, and interdisciplinary collaboration.

Speech Pathologist

Our speech pathologist provides direct and indirect services to students who have been identified with communication disorders. Students are also evaluated for speech/language challenges as part of the special education referral process.

Students with disabilities

A student who has a disability impacting the ability to learn or function in the school environment may be entitled to special services including reasonable accommodations (Section 504 Plan) and special education (Individualized Education Plan). A 504 Plan outlines the accommodations that a student with a disability needs in order to participate fully in the programs offered by the school. **Please refer to the district handbook for further information.**

HEALTH SERVICES INFORMATION

Nurse

The school nurse is on duty from 7:15 a.m. to 2:35 p.m. Her telephone number is: **263-4306, ext. 2.** For the protection and welfare of everyone, parents are requested to keep children at home if they are ill, and to notify the school *using the attendance phone line* at: **263-4306, ext. 1** before 8:00 a.m. of their absence. If a student has a fever of 100° or above, diarrhea and/or vomiting, they should not return to school until they are symptom free for 24 hours.

Accidents

Every accident in the school building, on the school grounds, or at any athletic event sponsored by the school must be reported to the person in charge of the activity and to the school nurse. Student accident insurance is made available at the beginning of each school year. When possible, immediate parent notification will occur in the event of student accidents.

Emergency Information Card

Emergency Cards are sent home prior to the opening of school and must be completed and returned by the **first day of school**. *This is not a replacement for **PowerSchool Registration***. It is extremely important that this information is received and is kept current throughout the school year. The purpose of the emergency card is to provide care for your child in the event you are unavailable.

Physical Exams for Students Entering 6th Grade

Students are required to have a physical exam in grade six. A Connecticut State physical form will be sent to parents in June prior to the child's entry into grade six. Parents must complete the front of the blue physical form and have the exam conducted by December 31, 2017 and submit documentation to the school nurse by January 31, 2018. Students will not be allowed to attend school at the start of their 7th grade year until required documentation is received.

The examination required will be done free of charge by the school physician for those students who meet the federal eligibility guidelines for free and reduced lunch.

Procedure for the Administration of Medication in School

Please refer to the Region 14 District Handbook for further information.

Screenings

Please refer to the Region 14 District Handbook for further information.

Self-Administration of Medicine

Please refer to the Region 14 District Handbook for further information.

Sports Physicals

A student athlete must have a physical each year to participate in interscholastic sports.

1. Families are encouraged to get on a summer schedule concerning athletic physicals. This would allow student athletes to compete in all three seasons with a valid, current physical.
2. Completed physical examination forms (or copies of) must be on file in the Nurse's Office prior to the first tryout or practice session.

Immunization

Please refer to the Region 14 District Handbook for further information.

Required Immunizations

Please refer to the Region 14 District Handbook for further information.

In accordance with Connecticut State Health Laws, no student will be allowed entry into the 7th grade without a physical exam, a second measles vaccine, at least one dose of hepatitis B vaccine, and a Varicella vaccine or proof of immunity to Varicella (chickenpox) signed and dated by a physician.

Transfer Students

In order to comply with Connecticut State Health Code, the following procedures will be implemented:

- Students transferring from other school districts *must* present proof of required health assessments and immunizations upon registration.
- If the health assessment and/or immunizations are incomplete, the student *will not be able to attend* school until requirements are met. Documentation may be in the form of physician's letter or medical records from the previous school.

Exemptions from these requirements will be granted due to:

- Medical reasons, which must be provided in writing by a licensed physician
- Religious beliefs, which must be documented

EXPECTATIONS FOR A SUCCESSFUL LEARNING ENVIRONMENT

Attendance

Please refer to the Region 14 District Handbook for further information.

Reporting a student's absence

A parent or guardian should report a student's absence by calling the main office attendance phone line at 263-4306, ext. 1. Our attendance phone line is accessible 24 hours a day. An absence note signed by the parent/guardian must be submitted to the morning advisor within 10 days of the student's return to school. Parents/Guardians are encouraged to write the note in the language most comfortable. A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted

within 10 school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes or the state's guidelines for excused and unexcused absences.

Tardy to School

Students who arrive late to school are required to bring a parent note upon arrival. A student who is not in school by 9:30 A.M. may not participate in or attend any extra-curricular activities scheduled for that day, without prior approval from school administrators. Extracurricular activities include concerts, scheduled practices, interscholastic games, music/drama rehearsals, dances, or other school-related activities. In the event students reach five tardies to school a warning notice will be sent home. Students whose tardies exceed ten will result in mandatory meeting with administration.

BEHAVIORAL EXPECTATIONS

The following expectations will foster a school environment that is positive, productive, and safe for the entire school community.

- Respect yourself, others, and property
- Accept responsibility for your actions
- Come to school and to class prepared to learn
- Help to maintain a positive and productive learning environment
- Abide by all school rules, school board policies, and state/federal laws

Responsibility for school belongings

Care of textbooks, Chromebooks, library books, and other school materials is the responsibility of the student. Students will be expected to pay for any lost or damaged school issued materials.

After School Policy

After the 2:15 PM bell, all students staying after school must immediately report to an assigned, supervised activity as directed. Students remaining after school without an activity to attend will be asked to leave school grounds.

Students staying after school are expected to:

- Report immediately to assigned activity after dismissal
- Stay in their assigned room/area
- Be picked up on time

Students not attending after school activities are not supervised from the time of school dismissal until the start of any WMS sporting event or other WMS evening event.

Alcohol and Drug Use

Please refer to the Region 14 District Handbook for further information.

Beverage Containers

Students may use an individual beverage container in the cafeteria *during lunch only*. Two liter containers, energy drinks, soda, and glass bottles are prohibited.

Bus Passes

If a student needs to ride a school bus other than his/her assigned bus, the office must receive written permission from a parent or guardian stating the location where the student is to be dropped off. Written permission must be submitted to the main office at the start of the school day to allow for processing. E-mails and last minute phone calls are discouraged due to the difficulty in determining the sender and a timely turnaround. Passes are approved by school administration and the bus company.

Book Bags and Backpacks

Students may bring book bags and backpacks to and from school. However, they are not allowed in classrooms. Each student has a locker; it is expected that students leave backpacks/bags in their locker.

Office Telephone: The office telephone may be used for emergencies and/or for making phone calls during non-academic times. Students should make after school arrangements prior to the start of the school day. Please do not call or text your child during the school day. If you need to reach your child, call our main office and we will arrange for you to speak to your child. Phone calls and texts during school hours impacts learning, is distracting, and compromises our school rules about cell phone use.

Cell Phones/Electronic devices (Exception Chromebooks)

Cell phones, Smart Phones, electronic devices etc. with the exception of school issued Chromebooks ARE NOT to be used during the school day (7:25AM-2:15 PM) unless given permission by the administration. If brought to school, phones must remain off, and locked in the student's locker. The school is not responsible if they are lost, stolen, or damaged. Note: All students will have a brief opportunity to check his/her phone at the start half-time/lunch. This time is to allow for any parent communication that needs to be shared with the student prior to the end of the school day. Students, who misuse a cell phone /electronic device while in school, including photographing any individual, may result in disciplinary action. If the phone rings or is used during the day it will be confiscated, until the end of the day. Office phones are available for students to make important/emergency calls. A parent needing to speak to his/her child immediately should contact the main office and the child will be called to the office. Please refrain from calling or texting during the school day.

Failure to follow the procedure above will result in the following:

Incident 1 - Loss of device until the end of the school day – Student to meet with administration

Incident 2 - Loss of device until the end of the school day – Student to meet with administration and parent notified.

Incident 3 – Student to meet with administration, device will only be returned to a parent.

Subsequent incidents – Disciplinary action to be determined by administration and device will only be returned to a parent. Individual plan regarding student cell phone to be determined by administration.

Responsibility for damage or loss of electronic devices brought to school rests *solely with the owner.*

Acceptable Use Policy

Please refer to the Region 14 District Handbook for further information.

Chromebooks

All Students are issued a Chromebook, charging cord and protective case for use in school and at home. The Chromebooks are loaned to the students for educational purposes for the academic year. Moreover, administrative

staff and faculty retain the right to collect and/or inspect Chromebooks at any time. Students are expected to have the school issued case on the Chromebook at all times. It is expected that students charge Chromebooks at home nightly and bring them to school fully charged daily.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

Students

- must comply with Region #14 Acceptable Use Policy, and all policies of the school district when using their Chromebooks.
- must bring their Chromebooks to school every day and make sure it is fully charged.
Note: A fully charged Chromebook should last 6.5 hours charged.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device in the protective case provided.
- must promptly report any problems with their Chromebook to WMS library media specialist
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen, cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc..) other than approved computer screen cleaners.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.

Chromebook Repair Procedure

If a Chromebook is in need of repair, students must bring it to the library media center to submit a ticket to have it fixed. If it is the first repair request within a year the repair is covered at no charge unless the damage is deemed intention or due to lack of care. In this circumstance administration will be notified and charges to the family may be incurred for the repair. Each classroom will have a loaner Chromebook to use, while your Chromebook is being fixed. Loaners will not be available in the library media center for daily use. Students are expected to bring their Chromebooks daily to class.

Cheating

Students may not copy, plagiarize, or falsify their work in any way

Stealing

Stealing is a violation of person and property. Missing or stolen property must be reported immediately.

Vandalism

Vandalism is the willful defacement or destruction of school property. Students who vandalize school property will repair or replace the damaged property and may receive disciplinary consequences.

Dress Code

Please refer to the **Region 14 District Handbook** for further information.

Conduct

Inappropriate Physical Contact: Including Fighting, Punching, Kicking, Slapping, Etc.: Is cause for disciplinary action by school administrators.

Hallway Passes: Students moving within the building, outside of their daily schedule, must have a hallway pass *at all times*.

Internet Use: Please see Acceptable use policy **in the Region 14 District Handbook**

Language: The use of profanity, abusive language, swearing, or obscenities is unacceptable in our learning community and will not be tolerated.

Office Telephone: The office telephone may be used for emergencies and/or for making phone calls during non- academic times. Students should make after school arrangements prior to the start of the school day. Please do not call or text your child during the school day. If you need to reach your child, call our main office and we will arrange for you to speak to your child. Phone calls and texts during school hours impacts learning, is distracting, and compromises our school rules about cell phone use.

Possession of Dangerous Items: Possession/or use of weapons or other dangerous objects, including all flame-producing objects or laser pens is strictly forbidden on school property, on the bus, anywhere on school grounds, or during any school-sponsored activity. Possession of such weapons or items may result in an immediate out-of-school suspension, recommendation for School Board action, and notification of police and other school authorities.

Recreational Equipment: Skateboards, rollerblades, or other sports equipment are not allowed to be used on school property unless supervised as a Physical Education class activity.

School Bus Behavior Code

Riding the bus is a privilege.

- Be at the bus stop at the designated time.
- Always wait for the bus on the shoulder of the highway or sidewalk.
- Do not crowd when boarding or exiting the bus.
- Remain properly and quietly seated while the bus in motion.
- Keep head, arms, and hands inside the bus at all times.
- Never throw objects in the bus, out of the bus window, or when off the bus.
- Promptly obey instructions of the bus driver.
- Do not deface in any manner bus seats or equipment.
- Do not distract the attention of the bus driver at any time from his/her duties.
- Food or beverages are not allowed for consumption on the bus.

Failure to comply may result in termination of riding privileges.

Wellness – Please refer to **Board Policy 6143** for complete details about what foods are allowable in school.

EXTRACURRICULAR ACTIVITIES

After School Clubs, Sports and Activities

WMS offers a number of clubs, sports, and other extracurricular activities. These are designed to respond to a variety of students' needs and interests. Students who are absent or suspended from school may not participate in an athletic activity or other extracurricular activity held on the same day. Any student who is tardy to school or leaves school early must receive administrative approval to participate in an athletic activity held on that day. Poor academic performance or inappropriate student behavior may result in short-term or permanent removal of the student from a specific activity. Information on all of our activities can be found at www.ctreg14.org.

Sport Ineligibility

Students who are failing or in danger of failing one or more academic and/or unified arts classes:

- may be ineligible to tryout for any middle school team sports activity
- may be suspended from participation in any middle school team sports activity until passing status in all subjects is regained

(A failing grade is equal to the grade of F - a 64 or below grade point average).

Students who regain passing status in all academic and/or unified arts at the next progress monitoring date will regain eligibility to participate in middle school team sports.

After School/Evening Events

School events are held in the school or on school grounds. Rules to follow during events are as follows:

- Students who leave the event may not return. If a student asks to leave early, school administration will call home to inform the parent/guardian.
- Only WMS students are allowed to attend events.
- Students who are absent or not in school for minimum of half of day, or are suspended on the day of the event are not allowed to attend the events.
- Students who choose to engage in inappropriate behavior during a school event or students picked up later than 30 minutes past the end of an event (without prior notice) will not be allowed at the next scheduled school planned event.

Transportation for After School Activities

Parents are required to pick up their child promptly at the end of the after school activity/sport. Students cannot be left alone on school grounds unsupervised. Students not picked up within 30 minutes after the end of a school activity/sport may be transported home by school or law enforcement personnel. In addition, repeated incidences may result in loss of extra-curricular school privileges.

GENERAL INFORMATION

School Hours

School Day: Students should arrive no earlier than 7:00 as there is no supervision. Class begins at the start time listed below.

	Regular Day	Wednesday Dismissal	Early Dismissal	Two-Hour Delay
Start Time	7:25	7:25	7:25	9:25
Dismissal Time	2:15	1:35	11:55	2:15

Bicycles

Students may bring bicycles to school at the owner's risk. Students should lock their bikes in the bike rack in the front of the school.

Cafeteria

The cost for one lunch is \$3.10. Students eat lunch in the cafeteria during their assigned lunch period unless they have a pass from a teacher to go elsewhere. All students seated at the table are to share responsibility for the cleanliness table and the lunchroom is to be left tidy. **No open food or beverages may be taken from the cafeteria.**

Contacting Teachers

Teachers may be contacted by email during the school day (www.ctreg14.org). Phone calls to teachers during class time will be recorded as a message and put into teacher mailboxes (Emergency calls will be forwarded immediately).

Emergency Closing, Late Opening and Early Dismissal

If school is to be delayed, dismissed early, or closed due to inclement weather or any other emergency, announcements will be made on major TV and radio stations, *Alert Now*, and our district website (www.ctreg14.org).

PowerSchool Registration

PowerSchool registration is our web based annual registration for your child. Included in this registration is relevant emergency, health, and handbook information, as well as, the Acceptable Use Policy for Region 14 students. This registration information will need to be completed each year. PowerSchool registration will come as an email with the subject line: **Regional School District #14 - Registration for (student name)**. Open this email, follow the directions and submit your child's annual registration information.

Homework Requests for Extended Illness

Parents should request homework for students who are going to be out of school because of an extended illness (3 or more days). Homework for a student absent with an extended illness can be picked up in the office between 2:30-3:30 PM. Students going on extended trips during school time are required to report to all teachers prior to leaving to determine missed assignments and to make up all assignments when they return

Homework and Assessments

Homework varies depending on the grade level and subject area. All students are strongly encouraged to read at home, each night, for at least 30 minutes. This practice builds reading stamina, background knowledge, and a positive life-long practice. Please contact grade level Team Leaders with questions about homework.

- Google Classroom is maintained regularly by all teachers. Student can access each teacher's classroom from an anywhere they have internet access through their Google account. Class assignments, resources, upcoming project etc. can be found on this site. Note: Grades are maintained in PowerSchool.

Lockers

Each student is assigned a locker at the beginning of the school year. Only school locks may be used to secure all school lockers. All other locks will be removed. Students are expected to lock their lockers to ensure the security of their belongings. Students are allowed and encouraged to bring a personal combination lock for their for their physical education lockers.

Eighth Grade Graduation Ceremony

Participating in eighth grade graduation is a privilege reserved for students who are in good academic and behavior standings. Students receiving a final failing grade in one or more subjects may be ineligible to participate in the graduation ceremony as determined by the administration of Woodbury Middle School. Please support your eighth grade student in his/her learning for the entire school year. Eighth grade teachers, support staff, and administration are committed to helping all students succeed. Please contact us at any time if you are concerned with your child's progress.

Photographing of Students

Photographs or videos may be taken of classes and events. These may be placed in the newspaper or other publications. OBJECTIONS MUST BE FORWARDED TO THE PRINCIPAL IN WRITING AT THE BEGINNING OF THE SCHOOL YEAR TO ENSURE THE STUDENT IS NOT PHOTOGRAPHED/VIDEOTAPED.

PowerSchool

PowerSchool is a web based program that allows parents and students to monitor school progress throughout the school year. Login information can be obtained through the main office. Additional notices may be sent if deemed necessary or requested by the parent(s)/guardian.

Residence/Telephone Changes

Parents must report any changes of residence, telephone or email during the year to the main office in writing.

Report Cards

The academic year is divided into trimesters. Report cards will be mailed home and/or be available online at the end of each trimester.

Short-Term Homework Assignments

Students are expected to complete homework assignments on a regular basis and on time.

Tests

A student who is absent on the day of a test due to illness, religious holiday, or emergency will not be expected to take the test on the day of his/her return to school. If a student has an excused absence, an appropriate amount of time, equal to the amount of days absent or longer at the teacher's discretion, will be allowed to complete the work or take a test.

Visitors

Each visitor must report to the main office and sign in and leave his/her driver's license or other identification upon entering the building. Parents and guardians are encouraged to visit the school. All visitors - parents, guardians, and prospective students - should contact the building principal in advance to make arrangements for a visit.

Bullying: (Board Policy #5131.911): REPORTING PROCEDURES

Please refer to the Region 14 District Handbook for further information.

Title IX Coordinator: Kimberly Culkin

Director of Human Resources
Regional School District #14
5 Minortown Road
Woodbury, CT 06798
203-263-4330, ext. 1110

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

Please refer to the Region 14 District Handbook for further information.

SCHOOL RECORDS AND CONFIDENTIALITY

Please refer to the Region 14 District Handbook for further information.

PESTICIDE USE POLICY

Please refer to the Region 14 District Handbook for further information.

HOMELESS STUDENTS

Enrolled students who become homeless (lacking a fixed, regular and adequate nighttime residence) and homeless students seeking enrollment in Region No. 14 schools should contact the district's homelessness liaison, Director of Special Services, 203-263-0416. Homeless students may be entitled to transportation to the student's school or origin, immediate enrollment despite the lack of certain records (e.g., immunization history) and other services that the district provides.

Please note all policies be viewed in the **Region 14 District Handbook for further information.**

STUDENT/PARENT ACKNOWLEDGEMENT OF HANDBOOK

Parents/Guardian's electronic signature through the annual registration process indicates that the entire Woodbury Middle School Handbook as written on the WMS homepage has been read. Any questions can be answered by WMS administrators by calling 263-4306 or by emailing:

William Nemeč, Woodbury Middle School Principal at wnemec@ctreg14.org

Suzi Greene, Woodbury Middle School Assistant Principal at sgreene@ctreg14.org